

VITAL STATISTICS CLERK

NATURE OF WORK IN THIS CLASS:

This is moderately complex clerical work involved in the registration, collection, preservation, amendment and certification of vital statistics data.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Registers, collects, preserves, amends and certifies vital statistics records.

Tabulates rates of birth, death, marriage and divorce.

Prepares and submits code sheets on vital statistics for tabulation and publication.

Countersigns birth, marriage and other certificates; processes adoption, change of name and other legal documents; prepares, signs and issues burial transit and disinterment permit.

Maintains liaison with other reporting agencies with regard to compliance with registration laws.

Coordinates with data processing personnel the automation of vital statistics data.

Prepares reports, annual releases and other similar matters.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practices and procedures.

Ability to learn and apply established laws, policies and related guidelines.

Ability to code and summarize basic vital statistics data.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

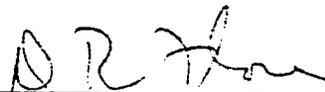
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MINIMUM EXPERIENCE AND TRAINING:

- a) Two years of clerical experience, including one year in dealing with statistics; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980



DAVID R. FLORES, Executive Director
Civil Service Commission